

A SUMMARY OF THE
ARIZONA CHILDREN'S COLONY
ITS FACILITIES AND OPERATION

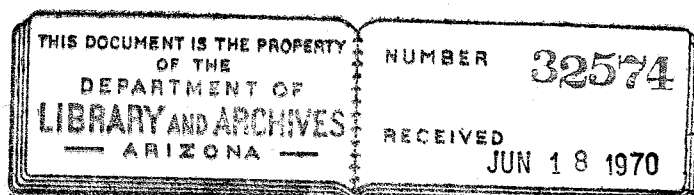
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Superintendent

1966

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GENERAL OVERVIEW

The physical plant of the Arizona Children's Colony comprises a total of 53 buildings which includes 18 dormitories housing mentally retarded residents, 10 buildings housing administrative services and school facilities, 29 staff residents and a farm unit.

The plant is located at Randolph, Arizona on a total of 255 acres of land leased from the state with the main plant located on a 160 acre site, the farm on an 80 acre site and the sewage disposal plant on a 15 acre site.

The buildings at the Colony are evaluated at \$3,798,355.49 and equipment at \$372,422.65 for a total plant valuation of \$4,170,778.14. Initial construction of the Colony was completed in 1952.

The Arizona Statutes pertaining to the Children's Colony are ARS 8-401 through 8-430.

The Colony is administered by a Superintendent who is employed by a five man Board. Members of the Arizona Children's Colony Board are appointed for five year terms of office by the Governor with legislative approval. The Board functions as the controlling and policy making body of the Arizona Children's Colony.

The Children's Colony provides service to all eligible mentally retarded persons of either sex in Arizona. To be eligible for admission to the Colony, a person must be declared mentally retarded, have resided in the state for three consecutive years and be less than twenty-one years of age. Continued residence at the Colony after commitment by a Superior Court is not contingent upon age. The Colony has a bed capacity of 1040 beds.

The mentally retarded in residence at the Colony represent all levels and types of retardation. There are five basic categories of residents as follows: the profoundly retarded, the severely retarded, the moderately retarded, the mildly retarded, and borderline retarded. The majority (62%) of the residents served at the Colony are in the categories of profound and severe retardation. A large percent of these are multiple handicapped with more than 200 so handicapped that they are bed cases. The remaining number of profound and severe retardates are ambulatory but represent cases which require constant care and supervision.

The moderately, mildly and borderline mentally retarded comprise 38% of the population. These residents are involved in a multitude of programs designed to enhance their self-help, social and vocational skills. Many attend formal education and training programs which are designed to assist these residents to acquire skills which will permit their participation as useful citizens within the Colony community or ultimate rehabilitation to communities outside the Colony.

The Colony operation is divided into a number of departments each having specific responsibility for providing a special array of services. The Colony may be more aptly described as a self-contained community. Certain basic operations of the Colony are accomplished entirely within its confines such as its Water and Sewage System, Grounds Maintenance and Farm Operation, Laundry Service, Trash and Garbage Disposal, Dietary Services, Residential Care of its residents, Education and Training Programs, Dental Services, Psychological Services, on grounds Recreational Programs and Inservice Training. Those services and programs which depend partially upon a cooperative relationship with other agencies include Purchasing and Contracting, Medical Services, Social Services, Volunteer Services and Research Programs.

The Children's Colony operates under a general appropriation to which monies are returned through fees charged to counties and parents. Approximately 75% of Operational Funds are obtained through county resources. The amount charged is determined by dividing the total operational costs by the number of mentally retarded residents receiving service. The Superior Court determines the proportion to be paid for each resident by county and by parents. This amount is expressed in the Court Order of Admission of a person to the Colony. All fees are collected through the Colony Business Department. Operational cost deficits, because of failure of parent or county to make payment, are made up by General Funds.

In addition to services and programs sponsored through funds appropriated through state resources and by parent fees, certain important programs at the Colony are funded by grants from the Federal Government. These are non-matching grants and include the following programs.

- (1) The Hospital Improvement Project
(Environmental Enrichment Program)
- (2) The Inservice Training Program
- (3) The Educational Enrichment Program
- (4) The Camping Program
- (5) Volunteer Services

The Federal grants provide money for staffing and operational costs. The total amount of Federal money per year allocated for these programs amounts to approximately \$217,000 most of which is spent for staff.

Funds from gifts and donations have made it possible to provide special services and equipment not available through state monies. These include:

(1) A summer camp located on Mt. Lemmon near Oracle. This includes a permanent brick building complete with kitchen, bathing, showering and toileting facilities, and a large recreation room. The camp is presently located on Forest Service land although negotiations are being completed to acquire the land through gift resources.

(2) A Recreation Center located on the grounds of the Colony complete with miniature train, merry-go-round, ferris wheel and swing ride.

(3) A baseball diamond with underground sprinkling system located on Colony grounds.

(4) The Children's Store. All items obtainable by children at the store, excluding candy, ice cream and pop, are provided through donated funds.

(5) The Colony school bus.

(6) The Medical Laboratory equipment.

(7) Numerous items of playground equipment.

(8) Items of cottage furniture including wheelchairs and prosthetics.

(9) Continuing donations for special items, such as radios, televisions, record players, money for parties, etc.

GENERAL ADMINISTRATION
OF
ARIZONA CHILDREN'S COLONY

ADMINISTRATIVE PERSONNEL AND RESPONSIBILITIES

The Arizona Children's Colony Board consisting of five members is responsible for adopting general rules and regulations for the administration of the Children's Colony and to carry out the purposes of the Statutes pertaining to its operation.

The Superintendent of the Children's Colony is appointed by the Board. He must be a qualified professional in one of the fields of Psychology, Sociology, Medicine or Education and a trained administrator with not less than three years experience in administrative and five years in institutional work with mentally retarded. According to the Statutes the Superintendent, under the direction of the Board, shall take custody and control of any child admitted to the Colony.

The Assistant Superintendent and Business Manager is appointed by the Superintendent with the approval of the Board. He shall under the direction of the Superintendent and subject to the general rules and regulations of the Board, have charge of the administrative affairs, business management and financial affairs of the Colony and shall serve as Secretary of the Board.

The Coordinator of Services is appointed by the Superintendent. His responsibility is to insure the coordination of all departments in providing services to mentally retarded residents. He also assists the Superintendent in maintaining liaison with other state and private agencies and is responsible for much of the public relations activity.

The Medical Director is appointed by the Superintendent. His duties are to provide a complete spectrum of medical services to each resident and to give direction as to the general environmental health of the Colony.

The Director of Cottage Life is appointed by the Superintendent. His responsibility is to maintain the residential care program for all mentally retarded residents at the Colony.

The Director of Education and Training is appointed by the Superintendent. His responsibility is to provide Special Education and Training programs for all residents deemed capable of profiting therefrom, including work experience and recreational programs. The Director also plans and supervises educational enrichment programs provided through Federal Funds (\$85,000 per year).

The Director of Social Service is appointed by the Superintendent. His responsibility is to maintain necessary liaison

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between the Colony and parents of children in residence. He is responsible for the Admissions Council and rehabilitation programs including placement of residents at home or on independent living basis and follow-up.

The Director of Psychological Services is appointed by the Superintendent. He also serves as the Clinical Director. He is responsible for the psychological evaluation services and supervises the operation of the Unit System (four Clinical Teams). He is Chairman of the Child Study Committee. He is also responsible for research activities.

The Plant Engineer is appointed by the Superintendent. He is responsible for all general plant maintenance and upkeep. This also includes planning and implementation of a preventive maintenance program. He reviews and recommends new construction. He also serves in the capacity of Fire Marshal.

The Farm and Grounds Director is appointed by the Superintendent. His responsibility is the general maintenance of the Colony grounds, landscaping, planting, mowing, street repair and upkeep, and the operation of the Colony farm. He is also responsible for trash and garbage removal, the sewage ponds, the Colony wells and general cleanliness of the grounds.

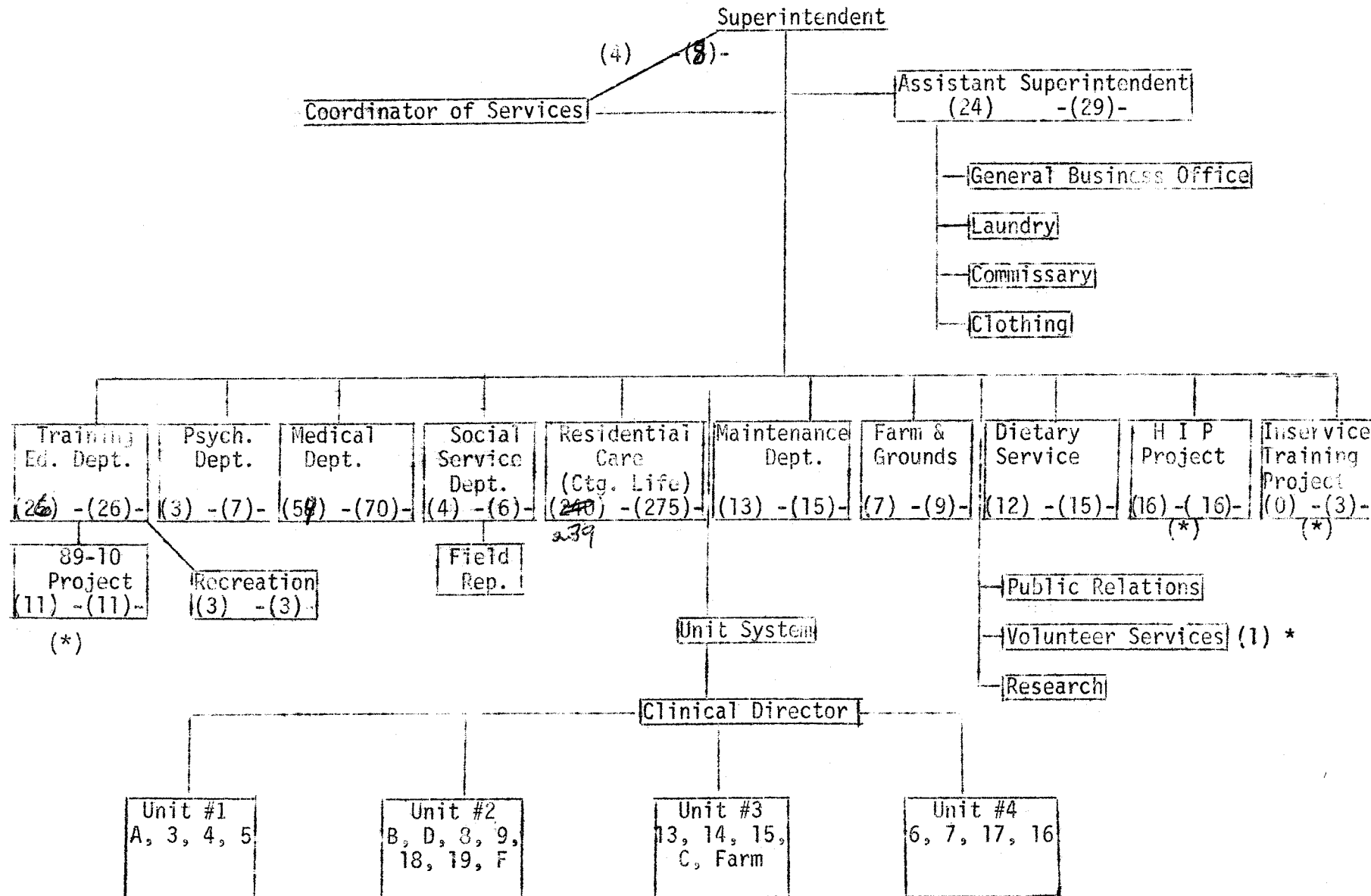
The Dietitian is appointed by the Superintendent. Her responsibility is to plan and implement a diet for all residents at the Colony. This includes supervision of 15 kitchens and their staff.

The Director of the Hospital Improvement Project is appointed by the Superintendent. This is a program totally financed by Federal Funds (\$100,000 per year). The Director's responsibility is to plan and implement a program of environmental enrichment and child development for profoundly retarded residents under ten (10) years of age.

The Director of the Inservice Training is appointed by the Superintendent. This is a program totally financed by Federal Funds (\$25,000 per year). The Director's responsibility is to plan and implement a continuing Inservice Training program for all nursing and child caring staff.

Organizational Chart

Governor
Arizona Children's Colony Board



| DEPARTMENTAL STAFFING RECAPITULATION | | |
|--|--------------------------|-----------------------------------|
| DESIGNATION | CURRENT FILLED POSITIONS | PROJECTED REQUESTED FOR 1967-1968 |
| Administration | 4 | 8 |
| Business | 24 | 29 |
| Training | 26 | 26 |
| Recreation | 3 | 3 |
| Psychology | 3 | 7 |
| Medical | 59 | 70 |
| Social Service | 4 | 6 |
| Residential Care (Cottage Life) | 240 239 | 275 |
| Maintenance | 13 | 15 |
| Farm & Grounds | 7 | 9 |
| Dietary Service | 12 | 15 |
| TOTAL | 394 | 463 |
| () No. of people in current filled positions - () - No. of people in projected or requested budget. (*) Federal Project Grants | | |

ARIZONA CHILDREN'S COLONY
PROGRAM AND SERVICE
BY DEPARTMENT

BUSINESS DEPARTMENT

The Business Department of the Arizona Children's Colony presently is staffed by 24 employees.

The Business Manager is charged, under 8-406 ARS, with performing the following duties under the direction of the Superintendent and subject to the general rules and regulations of the Board:

1. Administer the business and financial affairs of the Colony.
2. Serve as Secretary to the Board.
3. Purchase all supplies.
4. Keep the books and records of the Colony.
5. Maintain a perpetual inventory of all supplies and provisions, and make a property inventory and control.
6. Maintain a complete employment and personnel record.
7. Make all reports pertaining to the business affairs of the Colony required by law or requested by the Board or Superintendent.

In addition to the above statutory provisions, the Business Office also does all preliminary interviews for employment applicants.

Members of the Business Department staff have been delegated certain responsibilities of the Business Manager. The Assistant Business Manager supervises the general operation of the Commissary and the Laundry including the purchasing of all foods and supplies. In addition, routine handling of purchase orders, claims, etc., is another duty of the Assistant Business Manager.

The Chief Clerk, in addition to supervising all clerical activities, serves as accountant for financial affairs and acts as Accounts Receivable Clerk. It should be mentioned that during the fiscal year 1965-1966 collections for residents' tuition totaled \$1,456,645.59. These funds were transferred to the State's General Fund.

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The clerical personnel perform the duties as shown on the organizational chart, plus serving as secretaries, relief switchboard operators, and receptionists.

The Commissary receives and issues food and supplies as requisitioned by the various living units at the Colony. Purchasing of food items and certain supplies is handled by the Commissary Manager as approved by the Business Office.

The Laundry, recently equipped with new machinery, is on a seven day week which is necessary because of the heavy usage of linens and diapers each day. In addition to the linens, etc., the laundry is also responsible for the daily washing and ironing of the Colony residents' clothing.

The Clothing Department acts as the procurement, storage and issuing area for the residents' clothing needs. Day to day needs are either furnished by parents, by the Colony, or by donated items.

Switchboard personnel not only act as switchboard operators and receptionists but also do the posting to inventory cards of all invoices and requisitions.

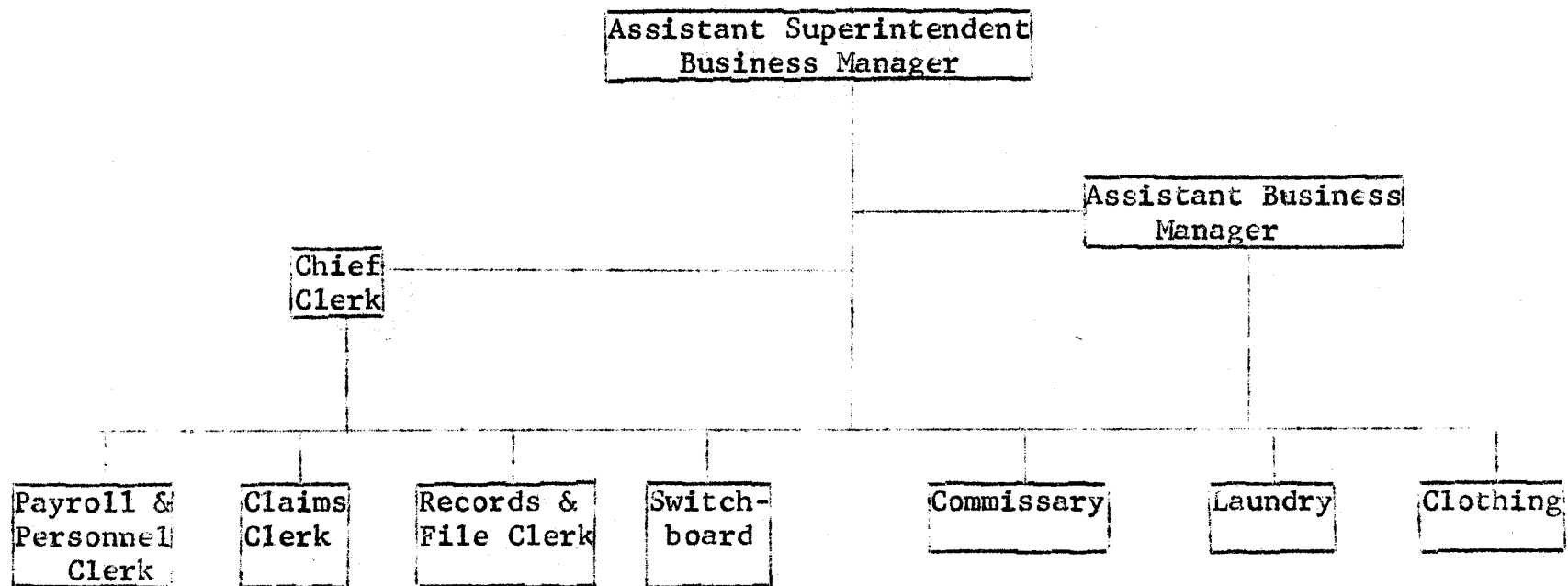
The Commissary, Laundry, and Clothing Departments are also actively involved in the vocational training of Colony residents.

BUSINESS DEPARTMENT STAFF

| | |
|-----------------------------|----|
| Assistant Superintendent- | |
| Business Manager | 1 |
| Assistant Business Manager | 1 |
| Chief Clerk III | 1 |
| Clerk II | 2 |
| Clerk I | 1 |
| Clothing Supervisor III | 1 |
| Clothing Assistant III | 1 |
| Clothing Assistant II | 1 |
| Manager Commissary I | 1 |
| Warehouseman III | 1 |
| Warehouseman II | 2 |
| Laundry Manager I | 1 |
| Assistant Laundry Manager I | 2 |
| Laundry Worker III | 2 |
| Laundry Worker I | 2 |
| Switchboard Operator II | 1 |
| Switchboard Operator I | 3 |
| Total | 24 |

Organizational Chart

Business Office



MEDICAL DEPARTMENT PROGRAM

The Medical Department is responsible for all situations concerning health for the Colony residents. This includes acute and chronic illnesses as well as immunization and sanitation programs and yearly physical examinations. A daily sick call is held in the Infirmary which handles new cases and follow-up of old ones. In addition, if for any reason a resident is unable to transport himself to sick call, the physicians go to the resident areas. If a resident must be seen by a physician after sick call, he or she, is either brought to the Infirmary or the physician goes to the cottage. Medications are reviewed yearly and adjustments are made depending upon conditions expected. Seizure medications are reviewed more often as the situation warrants. Our purpose with all drugs is to obtain the desired results on the smallest amount of medicine. The Infirmary handles acute illnesses similar to a General Hospital when more concentrated medical care is required. In addition, it cares for post-operative cases and several of the severely handicapped who have special problems such as feeding or severe respiratory disabilities. The nurse, who is in charge of the Infirmary is also responsible for the individual cottage needs such as giving injections, caring for seizures and notifying the physician when necessary. The pharmacy is well stocked and is responsible for noting the physician's orders and dispensing medications as well as supplying other needs of the residents such as home visit medications, bandages, needles, syringes and biologicals

The Colony's two physicians provide medical coverage for the Colony on a twenty-four hour basis every day of the month excepting four days, two Saturdays and Sundays which are covered by the Clinic at Casa Grande. Cases requiring more intensive hospital care such as surgery or consultation with specialists are placed in Hoemako Hospital in Casa Grande under the medical care of the Clinic physicians. Non-emergency consultations continue to be directed to the Crippled Children's Hospital when possible.

The Dental Department consists of one dentist and his assistant who are responsible for all of the dental needs of the residents. This includes check ups, cleaning, repairs, extractions and prostheses as well as minor surgical procedures within the oral cavity and programs for residents concerning dental hygiene.

The Colony laboratory is well-equipped and can handle all routine procedures. The facilities of the State Laboratory are available to the Colony and advantage is taken of this for serologies and bacterial cultures. Yearly chest x-rays are taken by

the laboratory and emergency films are performed as needed. More elaborate procedures are gathered by the Colony laboratory and sent to private laboratories because financially it would not be practical to do these tests at the Colony.

The Physical Therapy Department is supervised by a registered therapist. In addition to routine evaluations and treatments she has a special feeding program for the severely handicapped under her direction. She also demonstrates and recommends proper procedures for cottage personnel to follow on individual patients. She also arranges appointments and accompanies the residents to the Crippled Children's Hospital and Barrows Neurological Institute.

Cottage F consists of approximately 100 beds for the severely handicapped and additional personnel are present to meet increased demands because of the tremendous need these residents have. The cottage functions as a well-organized and supervised unit and resident care is improving almost daily. The Director of Nurses makes a daily visit to this cottage as does the physician.

The Medical Department also participates in the various committees both actively and in consultation. Also, consultation requests from various other departments are answered as received. The parents of children who are admitted to the Infirmary are notified by letter routinely. Serious cases warrant a telephone call or telegram. Letters from parents concerning the health status of their children are answered by the Medical Department.

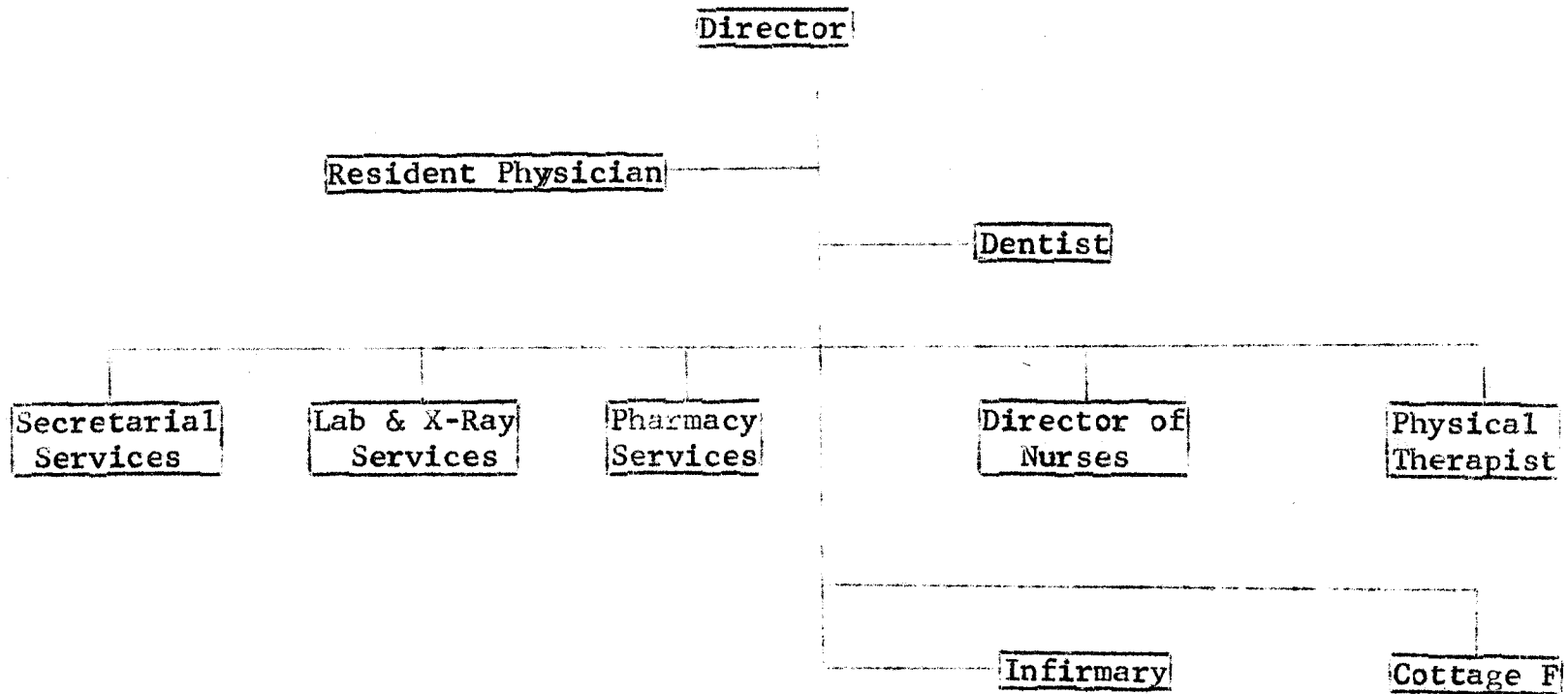
MEDICAL DEPARTMENT STAFF

| | |
|------------------------------|-----------|
| Director - Medical Services | 1 |
| Resident Doctor | 1 |
| Head Nurse | 1 |
| Nursing Supervisor | 1 |
| Registered Nurses I | 5 |
| Licensed Practical Nurse III | 2 |
| Licensed Practical Nurse II | 1 |
| Licensed Practical Nurse I | 3 |
| Dentist | 1 |
| Dental Hygienist I | 1 |
| Secretary I | 1 |
| Laboratory Technician I | 1 |
| Physical Therapist | 1 |
| Houseparent II | 1 |
| Attendant III | 4 |
| Attendant II | 7 |
| Attendant I | 25 |
| Housekeeper I | 1 |
| Total | <u>58</u> |

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Organizational Chart

Medical Department



COTTAGE LIFE DEPARTMENT AND PROGRAM

The Cottage Life Department is charged with the care of the residents when not in school or on a work training assignment. The type of care is determined by the degree of retardation. In some cottages it amounts to complete care, in others it is just a matter of supervising, advising, and helping each child with his or her home living problems. The houseparents and attendants are expected to develop a real personal interest and understanding of his or her charges. The Cottage Life Department knows that an institution is a poor substitute for normal home life and thus must supply experiences which correspond to regular home living. These experiences include, depending upon the child's degree of retardation, the use of leisure time in group and individual activities, cottage chores, instruction in acquiring self-help skills of eating, dressing, bathing, etc.

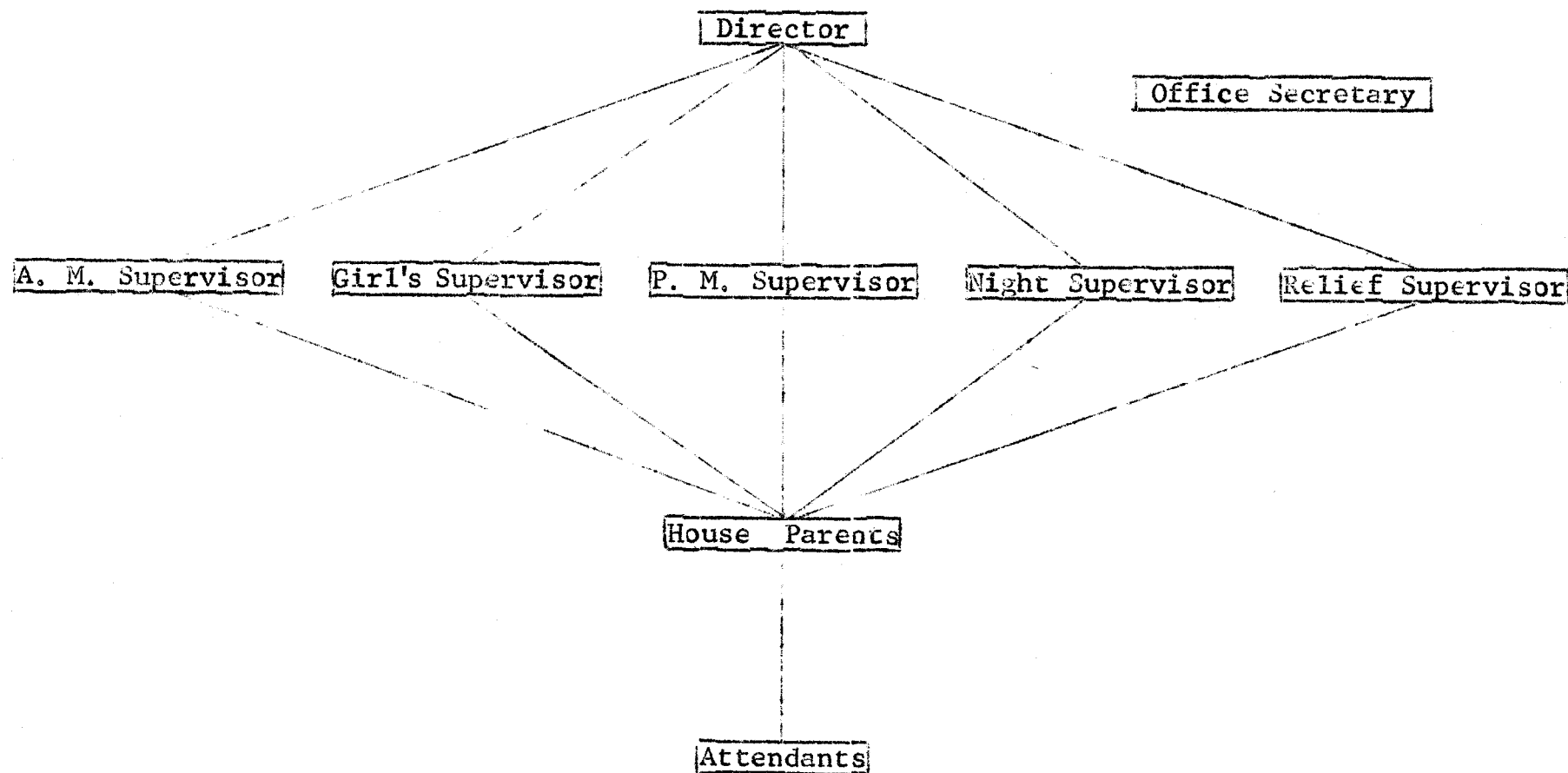
There are seven cottages housing mild retardates, six cottages housing moderately retarded and five cottages for the severely and profoundly retarded resident.

The personnel charged with the operation of the Cottage Life Department are: The Director, 1 day supervisor, 1 P.M. supervisor, 1 relief supervisor, 1 girls supervisor and the night supervisor. Each cottage has a houseparent and a staff of attendants to care for the residents.

COTTAGE LIFE STAFF

| | |
|--------------------------|------------|
| Director of Cottage Life | 1 |
| Supervisor III | 1 |
| Supervisor II | 2 |
| Supervisor I | 2 |
| Secretary I | 1 |
| Houseparent II | 9 |
| Houseparent I | 12 |
| Attendant III | 38 |
| Attendant II | 121 |
| Attendant-Driver | 2 |
| Housekeeper II | 1 |
| Total | <u>238</u> |

Organizational Chart
Cottage Life Department



SOCIAL SERVICE DEPARTMENT PROGRAM

The function of the Social Service Department is broadly conceived as providing service in the traditional role of liaison between the Colony and the community. Major areas of responsibility are: (1) Admissions (2) Service to Colony residents, their families and institutional departments (3) Community placements (4) Public Relations.

Services provided by the Department are varied and numerous. They include efforts to maintain and promote family relationships; counseling with Colony residents with regard to their desire for home or other community placement; cooperative efforts with other departments in achieving the Colony's goals. Social Service actively participates on Colony committees. The Department is flexible and gives a "helping hand" wherever the Colony need exists.

Staff

During the fiscal year, 1965-1966, the staff consisted of two social workers and one part-time secretary. Additions to the staff are a full-time secretary and a field representative. A college student intern may be assigned to assist the field representative.

Admissions Services

Social Service is responsible for processing all applications for admission from time of initial inquiry through to child's arrival and placement at the Colony. This includes interviews, Colony tours, counseling parents, obtaining necessary professional reports on the child and family, summarizing information received for the Admission Council, and arranging the admission day as pleasantly as possible for the child and family.

Admissions Council

The Admissions Council evaluates each application for admission as to eligibility, cottage classification, need for Colony placement, urgency, and any factors pertinent to a child's admission. Diverse professional representation on the Council provides a clinical team evaluation of each application. Members of the Council are the Superintendent, Coordinator of Services and the directors of the Cottage Life, Medical, Education and Training, Psychology, and Social Service Departments.

Field Services

The field representative resides in the community and functions as a social worker-public relations person. The value of a contact person in the community has long been recognized. In addition to being a resource for parents and community agencies, the field representative facilitates many Colony services that have long been hampered by distance, i.e., community placement of Colony residents, home evaluations, etc.

Community Placement

Placement of residents capable of functioning in the community is a rapidly developing area of service. This involves counseling residents for placement; preparation of the necessary information and material for Colony administrative approval and for cooperating agencies; the actual physical placement of the resident; and the necessary supervisory and supportive social services, (living arrangements, employment, social adjustment).

Public Relations

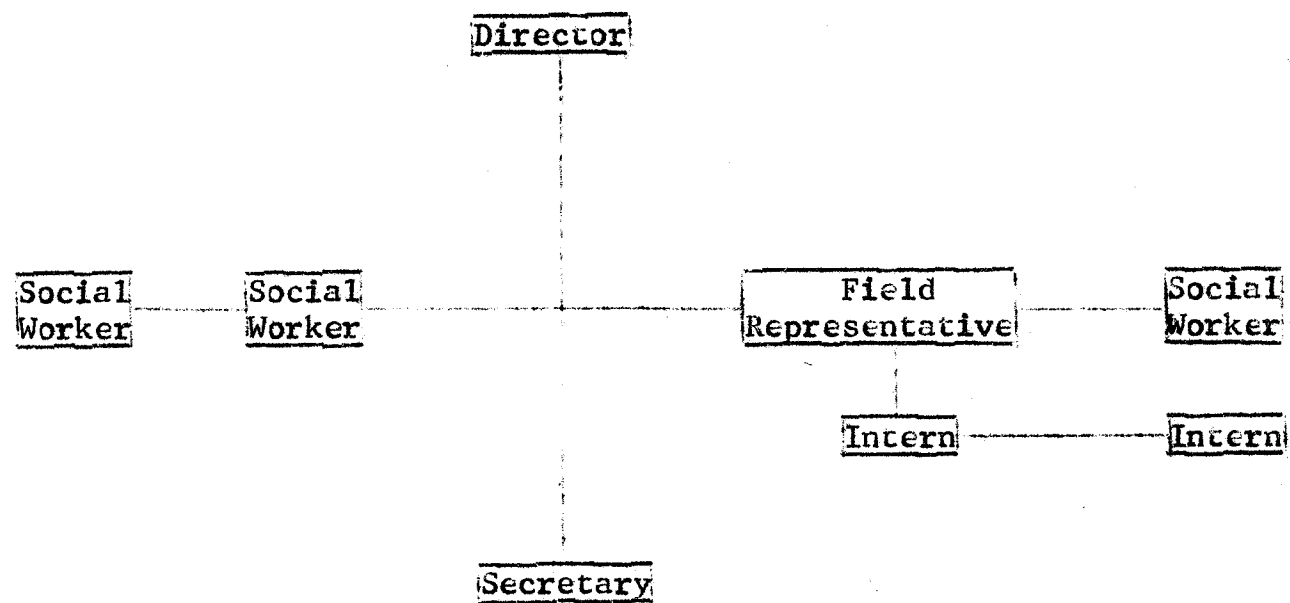
Social Service actively promotes cooperative relationship with community agencies and groups. This includes formal and informal contact with individuals and groups both at the Colony and in the community.

The Department should also engage in research and special projects to meet the immediate and future needs of the Colony resident and the mentally retarded in general.

SOCIAL SERVICE STAFF

| | |
|----------------------|----------|
| Director | 1 |
| Field Representative | 1 |
| Social Worker III | 1 |
| Secretary | <u>1</u> |
| Total | 4 |

Organizational Chart
Social Service Department



PSYCHOLOGY DEPARTMENT

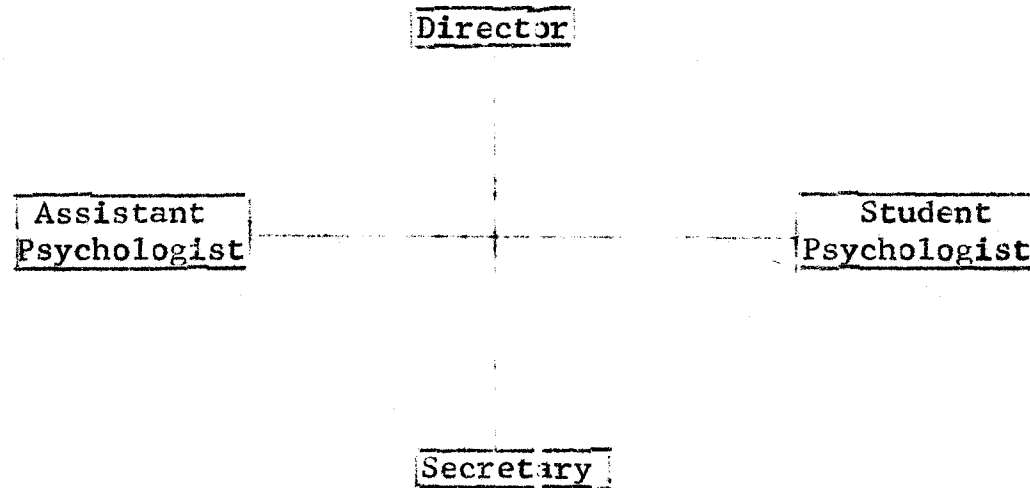
It is the responsibility of the Psychology Department to provide consultant services to other staff members and counseling to residents upon request. Leadership is provided for the Unit System (clinical teams), and resident payment plan.

Psychology Department personnel make new admission and follow-up psychological evaluations and institute therapy programs. This Department also maintains records, participates on various Colony committees, engages in approved research, and assists in special projects.

PSYCHOLOGY DEPARTMENT STAFF

| | |
|------------------------|----------|
| Director | 1 |
| Assistant Psychologist | 1 |
| Student Psychologist | 1 |
| Secretary | <u>1</u> |
| Total | 4 |

Organizational Chart
Psychology Department



EDUCATION AND TRAINING DEPARTMENT PROGRAM

The Education and Training Department of the Arizona Children's Colony provides a variety of services for the Colony residents.

Educationally the Department strives to reach all residents at the Colony who can profit from a formalized educational setting. Younger residents are provided for in the Day School Program. There are 293 residents who participate in the education program. The adult population receives formal education in evening Adult Education classes. There are 84 residents who have chosen voluntarily to take part in the evening classes.

In the educational program students are provided with academics, physical education, crafts, sewing, home economics and manual arts. The school operates on an eleven month basis utilizing the services of eighteen full-time teachers and three part-time teachers.

The Education and Training program sponsors 4-H Club, music program, newspaper reporting, tumbling, square dancing and other similar activities.

The Speech and Hearing Therapy Section provides Colony residents with diagnostic speech and hearing services, speech and hearing therapy, maintenance of hearing aids and assists class room teachers with speech and language development programs. The Speech and Hearing Section operates on a twelve month basis.

The Recreation Division is operated on a twelve month basis. This division provides daily recreational services to the total Colony population as well as special event activities (e.g. talent contests, birthday parties, movies, ball games, etc.)

One large division of the Education and Training Department is the Vocational Training and Work Experience program. In this area the Department strives to train each resident with on-the-job training in an area where he is most interested. There are 192 residents assigned on vocational training. Each resident has a two year job rotation program allowing each resident an opportunity to become familiar with different work experiences. During the job rotation period each resident is transferred to another area after three month training in a particular situation. Upon completion of the three month training period a complete evaluation of the resident is made. When two years of rotation training is concluded the resident has an evaluation from all areas therefore providing the vocational supervisor with a summary of

information necessary to making more permanent vocational assignments. In addition to selecting the vocational placement, guidance and counseling services are provided to residents assigned and those who desire information concerning vocational training.

Recently the Beauty Shop and Barber Shop were encompassed in the Education and Training Department. These services are coordinated and supervised by the Vocational Supervisor. The Colony Beauty Shop is in operation twelve months per year. The two operators see approximately 20 to 25 female residents per day. During their visit to the Shop they are given instructions on how to care for their hair properly as well as receiving a professional shampoo, cut (if needed) and set. Total number of female residents receiving professional hair care is 472.

The Colony Barber Shop is in operation only one day per week as we have only a part-time barber. He is responsible for cutting the hair of approximately 556 male residents.

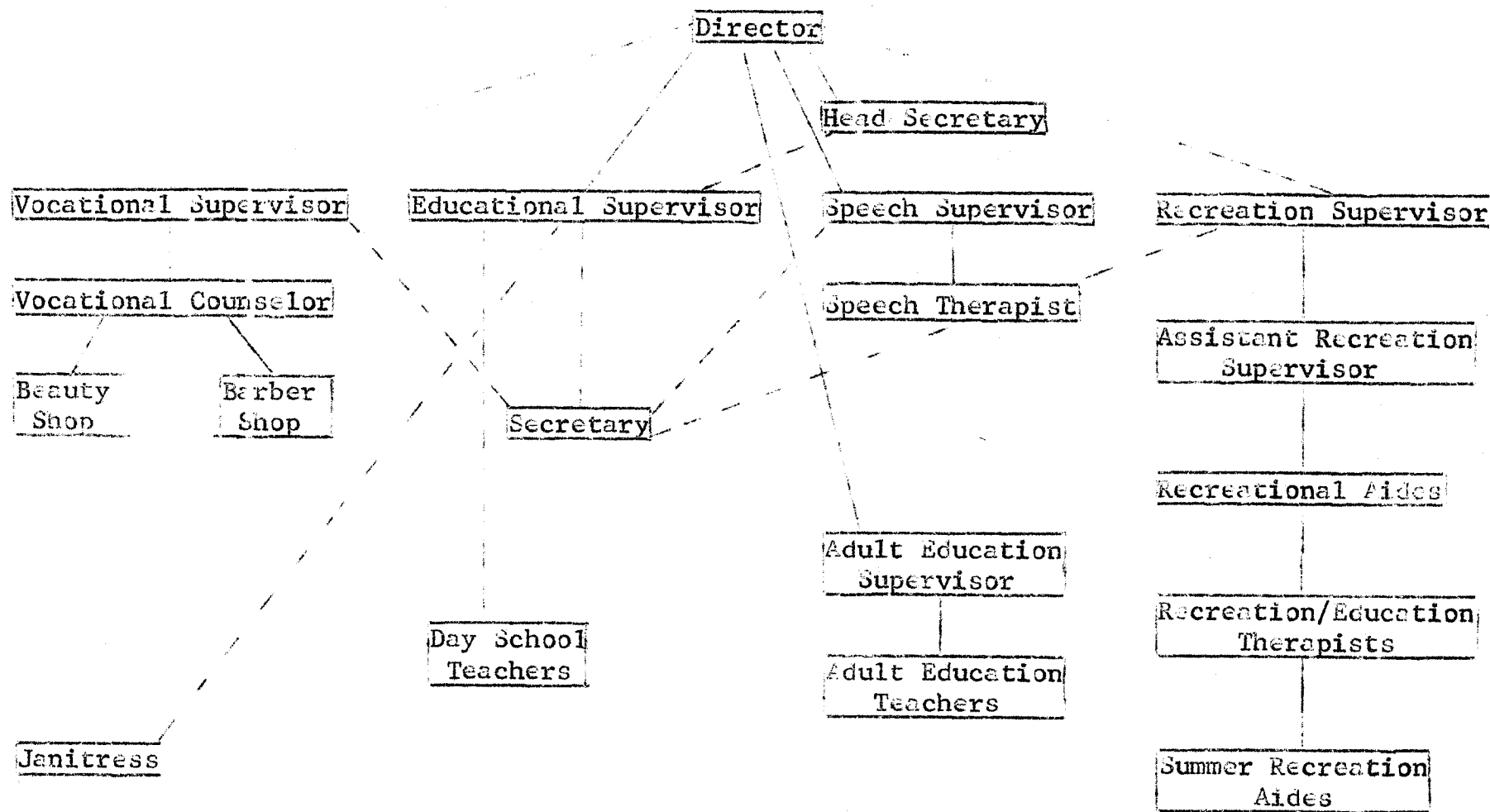
EDUCATION AND TRAINING STAFF

| | |
|-------------------------|-----------|
| Director of Training | 1 |
| Teacher Certified III | 2 |
| Teacher Certified II | 0 |
| Teacher Certified I | 4 |
| Teacher Uncertified III | 5 |
| Teacher Uncertified II | 6 |
| Teacher Uncertified I | 3 |
| Speech Therapist | 1 |
| Beautician | 1 |
| Beautician Aide | 1 |
| Recreation Aide II | 2 |
| Recreation Assistant | |
| Uncertified | 1 |
| Secretary III | 1 |
| Housekeeper II | 1 |
| Vocational Supervisor | 1 |
| Total | <u>30</u> |

EDUCATIONAL ENRICHMENT STAFF (FUNDED BY FEDERAL GRANT)

| | |
|-----------------------|-----------|
| Education Counselor | 1 |
| Music Teacher | 1 |
| Speech Therapist | 1 |
| Vocational Counselor | 1 |
| Rec/Ed Therapists | 4 |
| Secretary | 1 |
| Recreation Supervisor | 1 |
| Total | <u>10</u> |

Organizational Chart
Education & Training Department



Solid Line _____ Direct Responsibility

Broken Line - - - - Indirect Responsibility

MAINTENANCE DEPARTMENT OPERATION

The Maintenance Department of the Arizona Children's Colony provides a great variety of services. It has the responsibility to maintain in the proper condition all 58 buildings on the Colony campus plus repair and maintenance of the Colony vehicles. The Department builds and installs recreation equipment. It provides maintenance service required at the Colony's Camp Sue near Oracle.

More specifically the services provided are refrigeration, installation and care of coolers, heating systems, electrical systems, painting, floor tile, window repair, roofs, plumbing, all kitchen equipment, laundry equipment (including boilers), sewers and lift station, carpentry work (from remodeling building to repairing furniture) plastering and wall repair, building screens, hanging pictures, upholstering furniture, masonry (concrete and brick work) and in the past year repaired dental equipment.

This year a new category of service responsibility has been added to the Maintenance Department. The installation of fire alarm and emergency lighting system, a pagemaster and radio signal system and the Colony closed circuit KAAC Channel "2" T.V. system require maintenance in the field of electronics

Along with other services to the Colony the Department provides vocational training for approximately ten residents who work in the different areas of the Maintenance Department.

The positions and responsibilities in the Maintenance Department are as follows:

Plant Engineer - responsible for the physical aspects of the Colony buildings and equipment - Fire Marshal.

Assistant Plant Engineer - responsible to Plant Engineer - coordination and assignment of work orders and repair requests - Assistant Fire Marshal.

Maintenance Specialist - refrigeration, cooling, heating, and electrical - Assistant Fire Chief.

Maintenance Specialist - plumbing for total Colony plant.

Maintenance Specialist - electrical including electronic equipment.

Maintenance Assistant - in charge of kitchens and laundry also lift stations - Fire Chief.

(2) Maintenance III - locks, pool, plumber helpers, week-end duty, carpentry, general maintenance work.

(1) Maintenance II - glass, furniture, assist with refrigeration, heating, cooling, and lift stations.

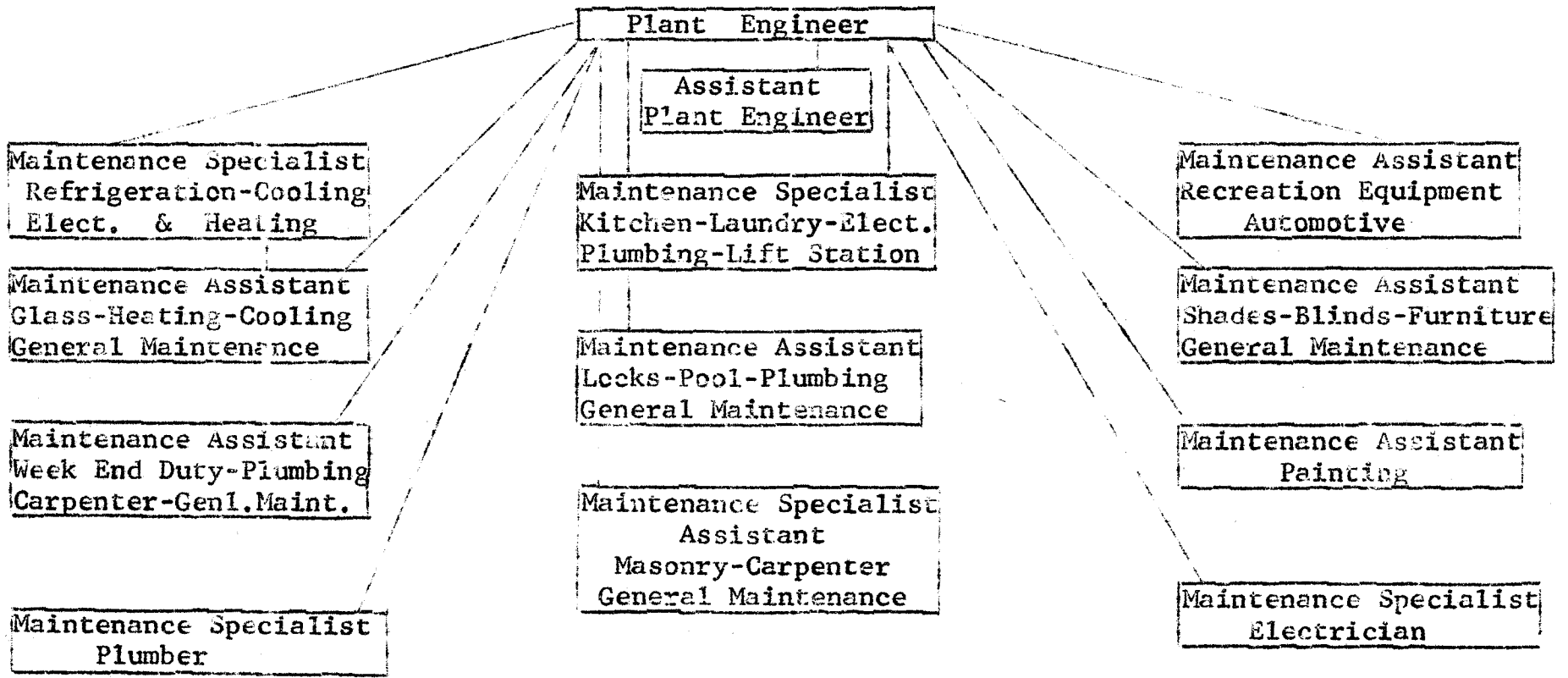
(3) Maintenance I - automotive and recreation equipment maintenance, masonry, carpentry, window blinds, furniture and lights.

All of the Maintenance Personnel are included on the Fire Squad and the Department is responsible for the Emergency Vehicle and equipment.

MAINTENANCE DEPARTMENT STAFF

| | |
|---------------------------------|----------|
| Plant Engineer | 1 |
| Assistant Plant Engineer | 1 |
| Maintenance Specialist | 3 |
| Maintenance Assistant III | 2 |
| Maintenance Assistant II | 1 |
| Maintenance Assistant I | 4 |
| Kitchens and Laundry Specialist | <u>1</u> |
| Total | 13 |

Organizational Chart
Maintenance Department



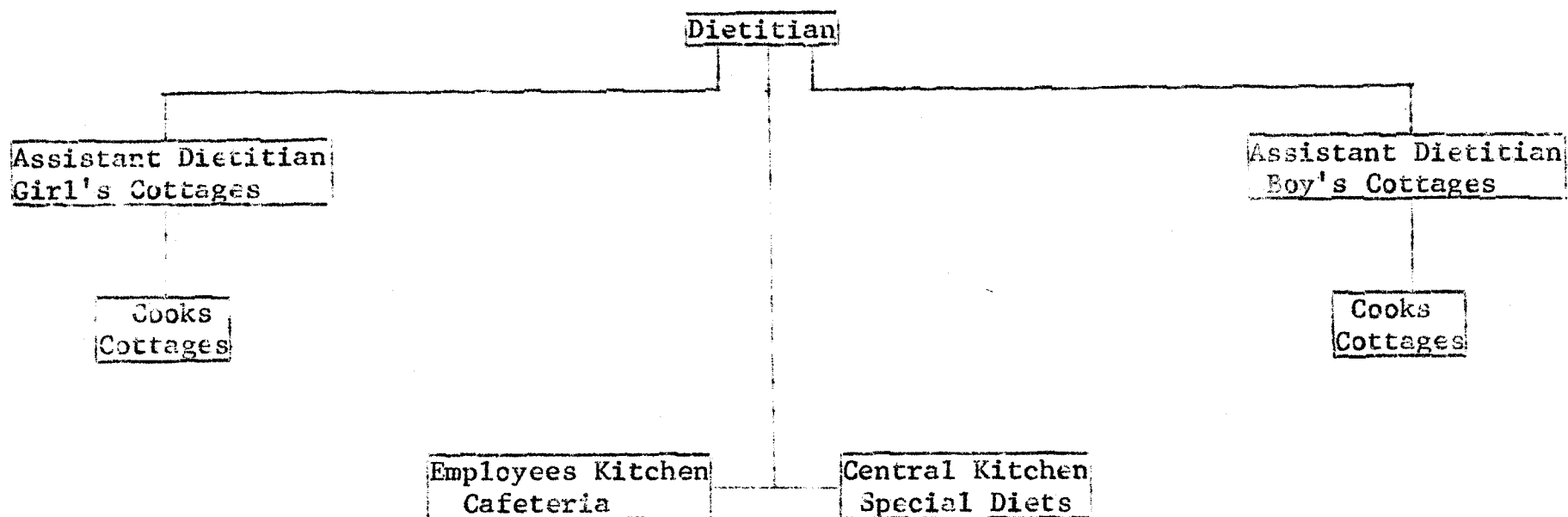
Solid Line _____ Direct Responsibility
Broken Line ---- Indirect Responsibility

DIETARY DEPARTMENT PROGRAM

1. Plans menus for three different diet groups each week and plans and provides instruction on preparation of special diets.
2. Checks food requisitions sent in by cooks each day.
3. Oversees the distribution and utilization of products grown on Colony Farm.
4. Meets with and checks reports on cooks and food service conditions in cottage kitchens.
5. Supervises food preparation, storage, cleaning, etc., in cottages and central and personnel kitchens. Provides instruction when necessary.
6. Issues requests for equipment, repairs, attends meetings.
7. Plans and orders refreshments for parties and picnics of residents.
8. Checks on serving of food and feeding of residents in all cottages.

DIETARY STAFF

| | |
|---------------------|----------|
| Dietitian | 1 |
| Assistant Dietitian | 2 |
| Cooks III | 5 |
| Cooks II | 2 |
| Cooks I | <u>2</u> |
| Total | 12 |

Organizational ChartDietetic Services

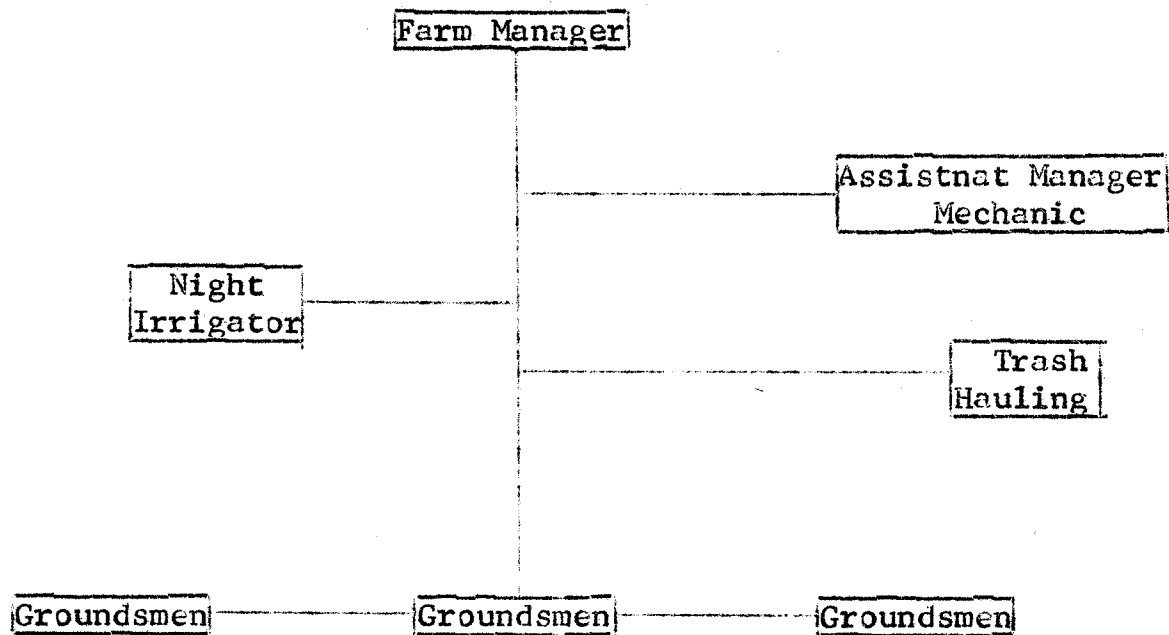
FARM AND GROUNDS DEPARTMENT PROGRAM

The Colony grounds consists of 255 acres, including the Farm Unit, recreation areas, and sewage ponds. It is the Farm Department's responsibility to accomplish the following:

1. Train and assist residents assigned to the Farm Unit.
2. Mow, trim, prune bushes, fertilize, irrigate and maintain outside appearance of grounds.
3. Cut, rake, bale, and irrigate 23 acres of hay.
4. Raise cattle to assist in supplying fresh meat for the Colony.
5. Maintain and patch all blacktop streets, roads.
6. Level, prepare and plant the fields at the Farm Unit.
7. Plow, plant and cultivate 10 acres of truck garden.
8. Maintain 3 acres of sewage pond and control mosquitoes.
9. Assist in the building and maintenance of recreation areas.
10. Building and planning new parking areas.
11. Maintenance of 3 irrigation wells supplying domestic water for the Colony and Farm.
12. Complete maintenance of approximately 38 pieces of machinery (trucks, tractors, lawn mowers, hay balers).

FARM AND GROUNDS STAFF

| | |
|-------------------|----------|
| Farm Manager | 1 |
| Farm Assistant II | 2 |
| Farm Assistant I | <u>4</u> |
| Total | 7 |

Organizational ChartFarm Unit

INSERVICE TRAINING DEPARTMENT

This Department was initiated July 1, 1966 under a Federal Grant to develop and conduct classes for the attendant personnel. The purpose of the Inservice Training for the attendants is to enable the employee to better understand his job, the retardate, and the function of the institution.

Our objectives are to -

- (1) Improve the skill of the attendant in the care, stimulation and training of residents so that Colony children can attain maximum growth.
- (2) Foster enthusiasm and favorable attitude for a child-centered team approach to Colony programming.
- (3) Demonstrate to employees the scope of service in mental retardation.
- (4) Give attendants a means for attaining more initiative, status and recognition.

The Inservice Training Program has been arranged in three phases. The first phase is concerned with history, philosophy and administration of the Colony. The second phase, "Introduction to Mental Retardation" is concerned with causes, diagnosis and conditions found in association with mental retardation as well as programming, understanding, problems, and rehabilitation of the retardate. The third phase of the program is directed to the applied methods of residential care and management.

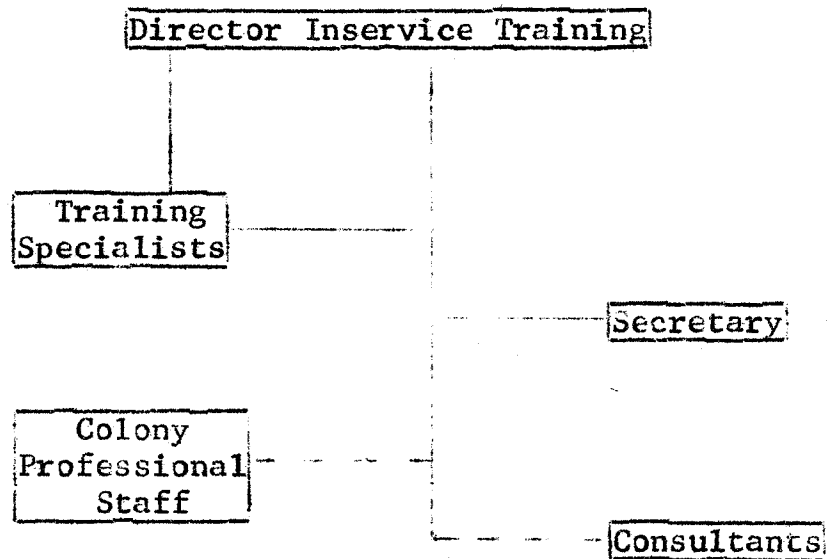
INSERVICE TRAINING STAFF

| | |
|---------------------|----------|
| Director | 1 |
| Training Specialist | 1 |
| Secretary | 1 |
| Total | <u>3</u> |

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Organizational Chart

Inservice Training Department



_____ Direct Responsibility
for Inservice Training

----- Indirect Responsibility
for Inservice Training

HOSPITAL IMPROVEMENT PROJECT

The Hospital Improvement Project (H.I.P.) was inaugurated on February 1, 1966 under a Federal Public Health Service Grant. A staff of sixteen individuals trained in designing and implementation of programs for the severely and profoundly retarded provide the programs. These programs aim for one basic purpose - to enrich the child's development so that he becomes a happier and more self-sufficient youngster.

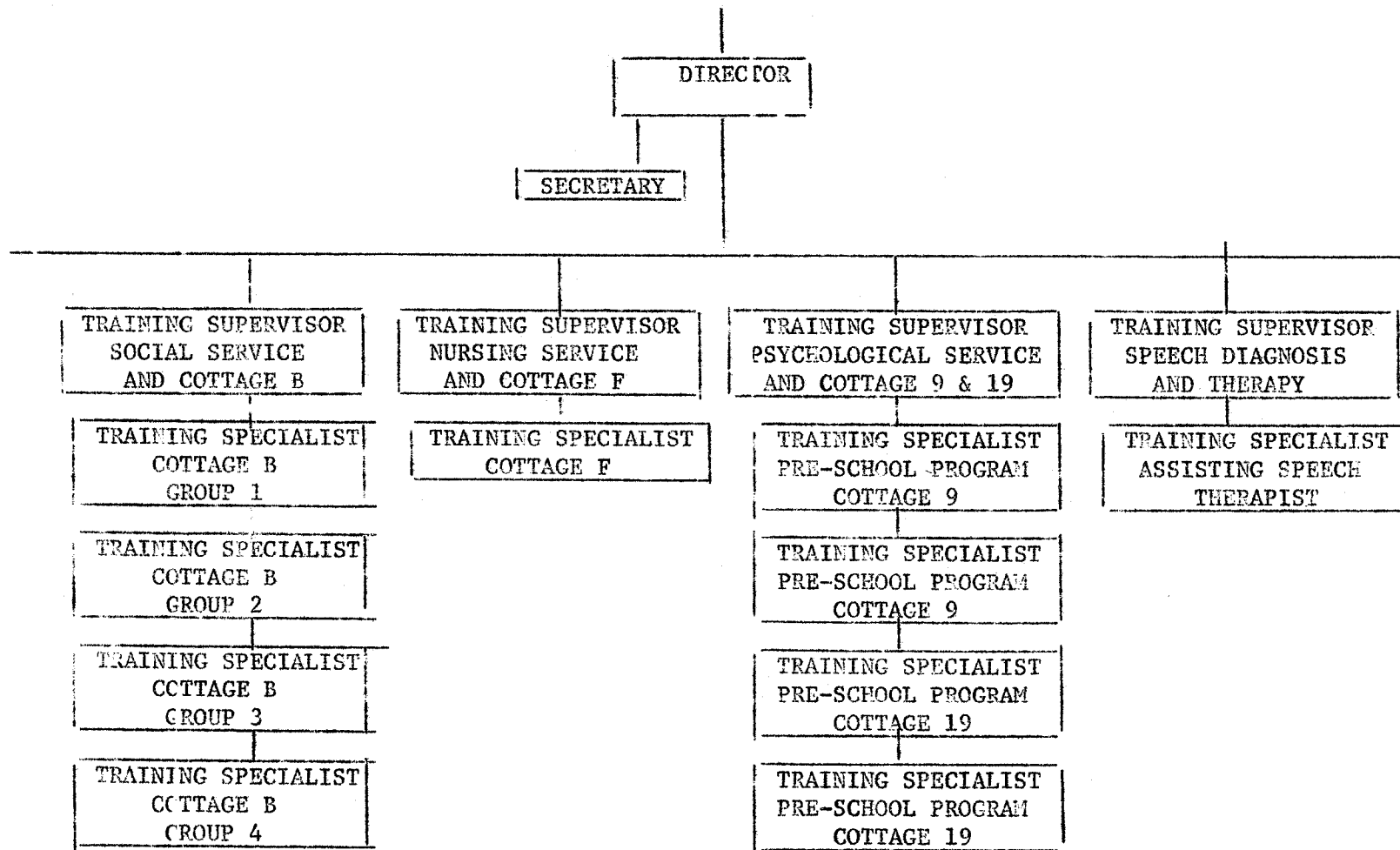
The programs initiated by H.I.P. in which we are making gradual but significant inroads, are the pre-school programs, and independent feeding program to help the children learn to feed themselves and have good table manners, a toilet training project, and a speech and nursing service.

In the short time that the project has been in operation a number of severely and profoundly retarded children seem to be improving and have gained certain self-help skills and social abilities. It is of great significance to note that heretofore these children were not involved in any consistent program which enhanced their development because it was thought that they could not learn. Special attention and new techniques have now proved otherwise and we are anticipating a great movement forward in this area of service.

HOSPITAL IMPROVEMENT STAFF

| | |
|----------------------|----------|
| Director | 1 |
| Training Supervisors | 4 |
| Training Aides | 10 |
| Secretary | <u>1</u> |
| Total | 16 |

ORGANIZATIONAL CHART
HOSPITAL IMPROVEMENT PROJECT



PART-TIME EMPLOYEES

The Colony employs a few part-time employees for special activities. Inasmuch as the Colony has no full-time Chaplain, a priest and a Protestant minister from local churches in Coolidge are employed to provide Sunday Services and to provide Religious Counseling Service and instruction to our residents.

The Colony also has three internship positions which are allocated to the Department of Psychology and Department of Social Service. The positions enable graduate level students from the universities to pursue a practicum experience at the Colony in their chosen profession. The interns work on a part-time basis.

During the months that the summer camping program is in operation three additional attendant positions are provided to assist in carrying on the camping program.

PART-TIME EMPLOYEES

| | |
|-------------------|----------|
| Clergy | 2 |
| Interns | 3 |
| Summer attendants | <u>3</u> |
| Total | 8 |